Nebraska State Accountability 2012 NeSA-Writing

Grade 4 Paper/Pencil
Grades 8 & 11 Online
Test Administration Training
January 4-5, 2012

Agenda

- Introductions: DRC & CAL Project Teams
- Testing Window & Other Key Dates
- General Guidelines
- Paper/Pencil Testing Procedures
- Online Testing Procedures
- Reporting
- Questions & Answers

DRC's Nebraska Project Team

Patricia Johnson, Program Director

John Born, Senior Project Manager

Rachel Lappe, Project Manager

Valerie Cook, Project Manager

Online Testing Partner

DRC partners with Computerized Assessments and Learning (CAL) to deliver the online versions of the NeSA tests.

Stacey Reasoner, Project Manager

Mark Kalusha, Software Developer

Customer Service

DRC's NeSA Customer Service

1-866-342-6280 Phone

1-763-268-2540 Fax

necustomerservice@datarecognitioncorp.com

8:00 a.m. – 5:00 p.m. CST

7:00 a.m. - 5:00 p.m. (January 16-February 17, 2012)

WebEx Rules of Engagement

- Submit questions as we go using Chat.
- During the Q & A period...
  - Use the Raise Hand button under the participant list to indicate you have a question.
  - The Host will un-mute your phone so you can ask your question.

2012 NeSA-Writing Training
Grades 4, 8 & 11

- January 4-5, 2012
  2012 NeSA-Writing Test Administration Training

- April 9-10, 2012
  2012 NeSA-Writing Reporting WebEx

- April 24, 2012
  Standard Setting Process – Grades 8 & 11

- May 8, 2012
  State Board Approves Cut Scores – Grades 8 & 11

- After May 8, 2012
  2012 NeSA-W Reports Posted in eDIRECT

7

Testing Window

January 23-February 10, 2012

2012 Key Dates NeSA-Writing
Grades 4, 8 & 11

Paper/Pencil & Online Test Administration Training	January 4-5
Paper/Pencil Test Materials Delivered to Districts	January 4
Management Tools and Test Session Online Tickets Available	January 4
Districts Distribute Materials to Schools	By January 6
Districts Train School Personnel	By January 11
Districts Return Signed Test Security Agreements to **NDE**	By January 23
Testing Window	**January 23-February 10**
Districts Return Paper/Pencil Test Materials to DRC	By February 15

General Guidelines
(Paper/Pencil and Online)

- Grade 4 – Paper/Pencil Test
  - <u>Must</u> return a writing booklet for all grade 4 students enrolled in district.

- Grades 8 & 11 – Online Test
  - Students test primarily online.
  - Students with an IEP or 504 Plan that specifies the use of a paper/pencil test may take a paper/pencil test and <u>must</u> return a writing booklet.
  - Students responding in Spanish or another foreign language may take a paper/pencil test and <u>must</u> return a writing booklet.

NEW

General Guidelines
Scheduling the Test

- Grade 4 NeSA-Writing – Two sessions
  - Two days, 40 minutes each
- Paper/Pencil only
- Flexibility during the 3-week window
- Recommend scheduling early in the window
- Recommend avoiding Mondays and Fridays
- Make-ups required

General Guidelines
Scheduling the Test

- Grades 8 & 11 NeSA-Writing – One session
  - Not timed; doesn't generally exceed 90 minutes

NEW

- Online only except for students with IEP or 504 Plan that states use of paper/pencil test or students responding in Spanish or another foreign language
- Flexibility during the 3-week window
- Recommend scheduling early in the window
- Recommend avoiding Mondays and Fridays
- Make-ups required

General Guidelines
Accommodations for Grade 4

- Large Print and Spanish versions of the writing topic are available from NDE.

  – Responses must be in regular writing booklet

- Accommodations for Students with IEP or 504 Plans and English Language Learners must be reported in writing booklet.

- Alternate Assessment (1%) – Not provided by NDE; locally administered. Appropriate box must be filled in on writing booklet.

- See NDE website for the Approved Accommodations Document.

  http://www.education.ne.gov/Assessment/documents/NeSA_Accommodations.pdf

13

General Guidelines
Accommodations for Grade 4 (cont'd)

C	ALTERNATE ASSESSMENT
○ Student was administered an alternate assessment in Writing.	

D	FOREIGN LANGUAGE
○ Student responded in Spanish. ○ Student responded in language other than English or Spanish.	

E	ACCOMMODATIONS	
Student used one or more of the following Test Accommodations for Students with IEP or 504 Plan. *Mark all that apply.*		Student used one or more of the following Test Accommodations for English Language Learners. *Mark all that apply.*
○ Content Presentation ○ Response ○ Timing/Scheduling/Setting		○ Direct Linguistic Support with Test Directions ○ Direct Linguistic Support with Content and Test Items ○ Indirect Linguistic Support

14

General Guidelines
Accommodations for Grades 8 & 11

- Large Print and Spanish versions of the writing topic are available from NDE.
  - Responses must be in regular writing booklet
- Accommodations for Students with IEP or 504 Plans and English Language Learners must be reported online or in writing booklet.

NEW

- Alternate Assessment (1%) – Not provided by NDE; locally administered. Student must be flagged online in Student Editor.
- See NDE website for the Approved Accommodations Document.

  http://www.education.ne.gov/Assessment/documents/NeSA_Accommodations.pdf

15

General Guidelines
Accommodations for Grades 8 & 11 (cont'd)

C	ALTERNATE ASSESSMENT
○	Student was administered an alternate assessment in Writing.

D	FOREIGN LANGUAGE
○ Student responded in Spanish.	
○ Student responded in language other than English or Spanish.	

Alternate Assessment box will no longer be found on paper/pencil test. Must flag alternate status online in Student Editor.

E	ACCOMMODATIONS	
Student used one or more of the following Test Accommodations for Students with IEP or 504 Plan. *Mark all that apply.*		Student used one or more of the following Test Accommodations for English Language Learners. *Mark all that apply.*
○ Content Presentation ○ Response ○ Timing/Scheduling/Setting		○ Direct Linguistic Support with Test Directions ○ Direct Linguistic Support with Content and Test Items ○ Indirect Linguistic Support

16

General Guidelines
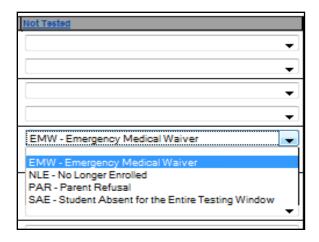## Accommodations for Grades 8 & 11 (cont'd)

General Guidelines
Reporting Students Not Tested

- The reason a student was not tested in NeSA-Writing must be reported.

Paper/Pencil (grade 4)

B	STUDENT NOT TESTED DUE TO
○	Emergency Medical Waiver (EMW)
○	No Longer Enrolled (NLE)
○	Parent Refusal (PAR)
○	Student Absent for the Entire Testing Window (SAE)

Online (grades 8 & 11)

Not Tested

EMW - Emergency Medical Waiver

EMW - Emergency Medical Waiver
NLE - No Longer Enrolled
PAR - Parent Refusal
SAE - Student Absent for the Entire Testing Window

General Guidelines
Preparing Students for Testing

- Inform students of the scheduled test in advance.

- Explain to students why they are being given the test and how the results will be used.

- Students should realize that doing their best is important.

- Complete the online NeSA-Writing Practice Test (grades 8 & 11).

General Guidelines
Preparing Testing Locations

- Plan ahead – check schedules
- Organize test materials or computers needed
- Lighting, seating, temperature, noise
- Remove visual aids/clues
- Post "Testing in Progress" Sign
- Provide blank scratch paper
- Provide No. 2 pencils (paper/pencil test)

General Guidelines
Test Security for Test Administrators

- Test Security Agreements: One per principal and District Assessment Contact.
  - Must be signed and faxed to NDE by January 23.
  - *Standards, Assessment and Accountability Updates*
- Test not to be viewed by anyone prior to administration.
- No coaching or feedback of any kind with regard to test content.
- Prohibit talking or sharing of responses.

General Guidelines
Test Security for Test Administrators (cont'd)

- Move around testing site and be aware that students are following instructions.

- Never leave students alone while testing.

- Test Session Tickets may not be reproduced (grades 8 and 11 online tests).

- See administration manuals for comprehensive test security information.

General Guidelines
Test Security for Students

- NO Electronic Devices: cell phone, beeper, pager, PDA, stop-watch, MP3 player, etc.

- Recommend one assistant/proctor per 12 students, in addition to Test Administrator.

- Students cannot take test materials out of the testing site.

2012 NeSA-Writing
Paper/Pencil Procedures

- Materials Delivered to District Assessment Contacts via UPS by **January 4**

- Inventory Materials

- Districts Distribute Materials to School Test Coordinators by **January 6**

- Train Test Administrators and Prepare for Testing by **January 11**

Inventory Materials

Paper/Pencil Procedures

- Notify DRC of any missing boxes.

- Materials for schools boxed separately and labeled.

- Open immediately to inventory at district or distribute intact to schools for inventory.

- Retain original shipping boxes (district and school).

25

Test Materials

Paper/Pencil Procedures

District – Administrative Materials

- *2012 NeSA-Writing Manuals for Test Coordinators and Administrators*
- Copies of School Packing Lists
- School Box Range Sheet
- DRC Return Shipment Labels
- UPS Return Shipment (RS) Labels

Test Materials
Paper/Pencil Procedures

School – Administrative Materials

- *2012 NeSA-Writing Manuals for Test Coordinators and Administrators*
- Barcode Labels
- School Packing List
- Security Checklist

School – Secure Materials

- Writing Booklets

Writing Booklets

Paper/Pencil Procedures

- Shrink-wrapped packs with range sheets (grade 4).

- Store securely.

- Record distribution on Security Checklist.

- Do not distribute to Test Administrators until day of test, unless to affix PreID Labels.

- Return to secure storage ASAP after each day of testing.

- All entries on a writing booklet must be made with a No. 2 pencil.

- Writing booklets that are disassembled cannot be scored.

28

Barcode Labels

Paper/Pencil Procedures

NEW

PreID Labels – plain white

- Only for Grade 4 students.
- Student data from NSSRS.
- Eliminate the need to hand-bubble student demographics.
- All embedded PreID info will override anything hand-bubbled.

District/School Labels – orange stripe

- For students without PreID labels.
- Use label and hand-bubble demographic info.

Barcode Labels (cont'd)

Paper/Pencil Procedures

Do Not Score Labels – blue stripe

- Contain barcodes that indicate the sheets should NOT be scored.

Blank Barcode – preprinted

- Unused writing booklets have a barcode in place that will indicate they have not been used.

Barcode Labels (cont'd)

Paper/Pencil Procedures

- School personnel should check the label to make sure it is correct and affix the labels to writing booklets.

- Do not attempt to remove any incorrect label – instead cover with the appropriate label.

- Do not write on labels.

- Destroy any labels containing inaccurate information.

- If a PreID Label cannot be used, use a District/School Label and hand-bubble demographics.

Materials Return

Paper/Pencil Procedures

School Test Coordinator

- Use original boxes.
- Materials do not need to be grouped by class or grade.
- Return ALL writing booklets.
- **Do not disassemble writing booklets – they will not be scored.**
- Destroy scratch paper and manuals in a secure manner at the school.
- Check:
  - All <u>used</u> writing booklets have labels.
  - No scratch paper is left in writing booklets.
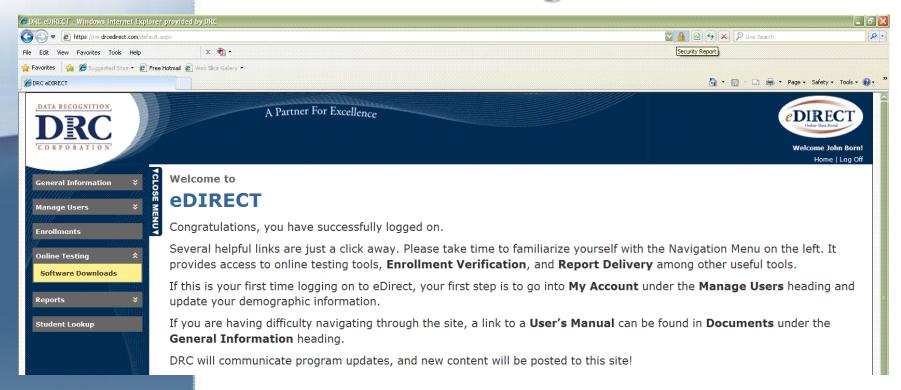
Materials Return

Paper/Pencil Procedures

District Assessment Contact

- Condense school boxes when possible.

- Seal boxes.

- DRC Return Label on Flap A of each box.

- UPS-RS Label on Flap B of each box; record UPS tracking number.

- Schedule pickup for no later than **February 15**.

Full instructions can be found on page 15 of the Test Administration Manual.

33

Online Management Tools

Management Tools are accessed through DRC's eDIRECT web portal https://ne.drcedirect.com.

34

Online Management Tools (cont'd)

- Management Tools available January 4.

- District Assessment Contact access to Management Tools will be activated in eDIRECT on January 4.

- District Assessment Contacts can add Management Tool permissions to existing or new District, School, and/or Test Administrator users in eDIRECT according to district policies.

Online Management Tools (cont'd)

- **Data Tools**
  - Student Editor (page 15 in manual)
  - Add a Student (page 28 in manual)
- **Manage Testing**
  - Print Tickets (page 30 in manual)
  - Monitor Status (page 33 in manual)
    - Reactivate Tickets (same day)
    - Student Status Spreadsheet
  - View Results (page 36 in manual)
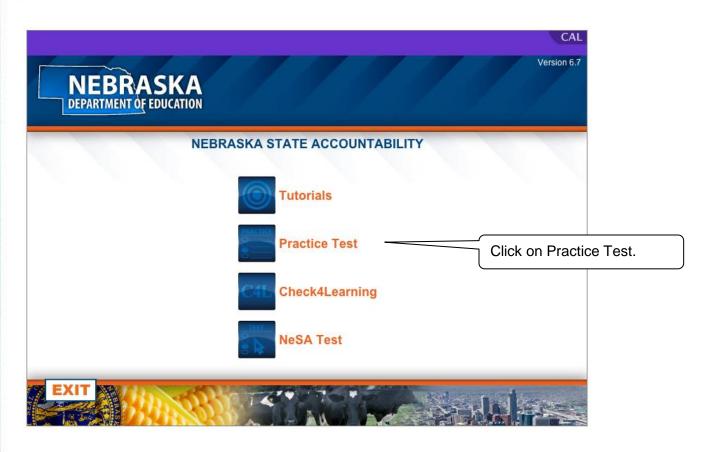 - Audit Spreadsheet (page 35 in manual)

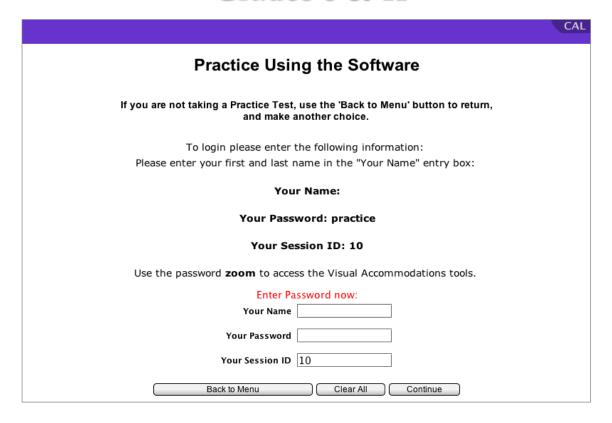# Online Management Tools (cont'd)

NEW

- Indent Tool is available.
- Students will receive a warning when they reach 4,000 characters.
- Spell Check is not activated.
- The dictionary has been updated.
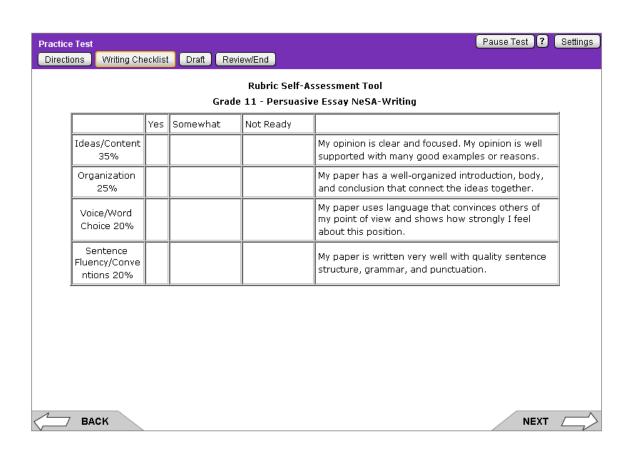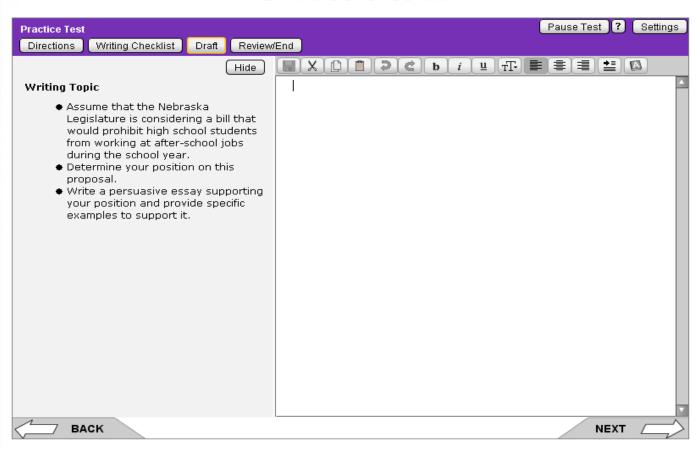
Online Practice Test
Grades 8 & 11

Click on Practice Test.

Online Practice Test (cont'd)

Grades 8 & 11

Test Session Tickets are NOT needed to take the Practice Test.

Online Practice Test (cont'd)
Grades 8 & 11

Online Practice Test (cont'd)
Grades 8 & 11
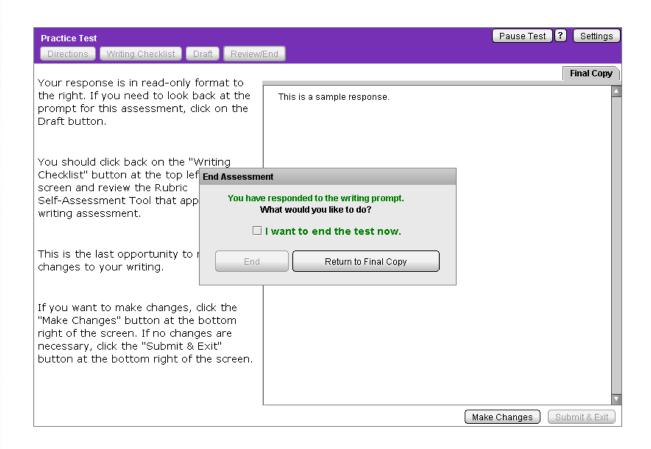
Online Practice Test (cont'd)
Grades 8 & 11

Online Procedures
Grades 8 & 11

Test Preparation Tasks

- View/edit student data (page 15 in manual)
    - Review accommodations
    - Review alternate assessment status
- Add new students
- Print Test Session Tickets

Online Procedures
Print Test Session Tickets – Grades 8 & 11

- Tickets available Wednesday, January 4.

- Tickets are secure test materials.

- Recommend printing tickets one week prior to testing.

Online Procedures

Print Test Session Tickets – Grades 8 & 11 (cont'd)

- Print 12 per page

- Ticket packet includes: Instructions, Summary Page, Tickets

- Make sure students' computers comply with extra system requirements for Visual Accommodations tools.

Online Procedures
Grades 8 & 11

Test Administration Tasks

- Monitor Status (page 15 in manual)
- View/Print Student Status Spreadsheet
- Reactivate Test Session Tickets
- Review Audit Spreadsheet (page 35 in manual)
- View Results (page 36 in manual)

Online Procedures
Reactivation – Grades 8 & 11

- Tests are not timed and students will never be forced out of a test.

- Test Session Tickets are only active for 90 minutes after a student logs into the test.

- Inactivity of 90 minutes during testing will cause the system to log student out of test.

- Pause functionality (15 minutes)

- Internet connectivity issues and unexpected interruptions can happen (fire drill, emergency, computer freezes up, power outage, etc.)

Online Procedures
Reactivation – Grades 8 & 11 (cont'd)

- Reactivation of ticket will be required if it has been more than 90 minutes since login.
- Rules:
  - Approval by School Test Coordinator
  - Same day only
  - Expires at the end of the day if not used
- Procedures and exceptions: DAC email NDE at nde.stateassessment@nebraska.gov.

Online Procedures
Grades 8 & 11

Post-Test Tasks

- Check Audit Spreadsheet to confirm 100% participation

- Confirm Not Tested Codes are marked.

- View Results – Districts and schools can save, view, and print typed responses for students who take the test online.

- Securely destroy Test Session Tickets, scratch paper and manuals at the school.

Reporting
Grade 4, 8 & 11

- April 9-10, 2012
  2012 NeSA-Writing Reporting WebEx

- April 24, 2012
  Standard Setting Process – Grades 8 and 11

- May 8, 2012
  State Board Approves Cut Scores – Grades 8 and 11

- After May 8, 2012
  2012 NeSA-W Reports Posted in eDIRECT

Reporting (cont'd)
Grade 4, 8 & 11

- Grade 4 = Holistic scoring
- Grades 8 & 11 = Analytic scoring

NeSA-Writing Reports
Grade 4, 8 & 11

Online via eDIRECT

- Student Data File
- Writing Summary (State, District, School)
- District Report of School Performance
- School Student Roster

Questions/Answers